4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

For the above Metric the below listed documents are submitted for your perusal.

LIST OF DOCUMENTS: -

1. Maintenance Index
2. Maintenance Policy
3. Maintenance Organization Chart

Principal
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South Asia

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Metric Number	List of Documents	Page Link
4.1.3	Maintenance Index	Link
	Maintenance Policy	Link
	Maintenance Organization Chart	Link

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S.No.	Maintenance details
1	Maintenance process
2	Maintenance team
3	a. Repair and Maintenance Requisition Slip
	b. Material Requisition Slip
	c. Toner Refilling/ Reconditioning Requisition Form
	d. Service Request Letter
4	Water Doctor Maintenance (AMC)
5	Generator Maintenance (AMC)
6	Solar Power Plant Maintenance
7	UPS Maintenance
8	Laboratory Maintenance
	a. Preventive Maintenance
	b. Stock Verification Report
	c. Service Invoice
9	Library Maintenance
	a. Annual Stock Verification Report-Main Library
	b. Annual Stock Verification Report-Department Library

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MAINTENANCE POLICY

1. Identify the requirement for the Maintenance/ Breakdown/ Repair etc.

2. Listing out the specification of the repaired items.

3. Prepare Comparative statement for the price and scope of repair and technical specifications.

4. Estimate the approximate cost of the system from the supplier input and apply for financial approval from the management.

5. After getting confirmation from the management, call the suppliers for price negotiations before the purchase and technical committee.

6. Based on the terms and conditions of the service order the supplier will supply and install or show the system/ equipment/ item

7. Supervise the work done by the supplier as per our requirements.

8. After satisfactory completion of the work, the details of the equipment are entered in the respective department Maintenance Register. After the work completion necessary entries made in work register and sent for payment

Principal
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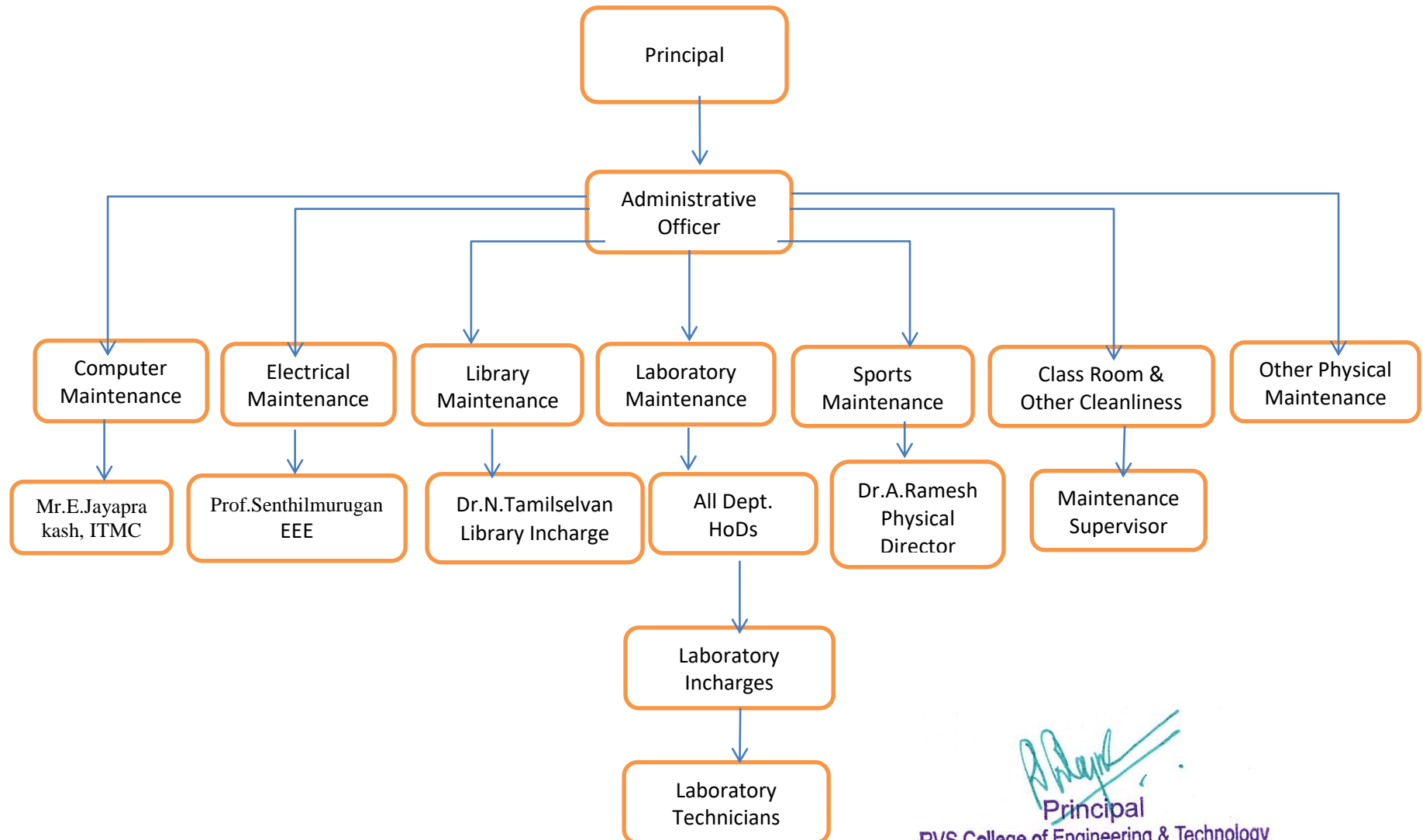Coimbatore - 641 402

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                        ┌──────────────┐
                        │  Principal   │
                        └──────┬───────┘
                               │
                        ┌──────▼───────┐
                        │ Administrative│
                        │   Officer    │
                        └──────────────┘
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Computer Maintenance	Electrical Maintenance	Library Maintenance	Laboratory Maintenance	Sports Maintenance	Class Room & Other Cleanliness	Other Physical Maintenance
Mr.E.Jayapra kash, ITMC	Prof.Senthilmurugan EEE	Dr.N.Tamilselvan Library Incharge	All Dept. HoDs	Dr.A.Ramesh Physical Director	Maintenance Supervisor	

Laboratory Incharges

Laboratory Technicians

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